

JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA

An Equal Opportunity Employer

Human Resources Office, 498 Ave Lukusa, Kinshasa

Phone 097-261-6179; e-mail: HRKinshasa@state.gov

ANNOUNCEMENT NUMBER: 15-63

OPEN TO: **U.S. Citizen Eligible Family Members (AEFMs) only** – All Agencies

POSITION: **Community Liaison Office Coordinator, FP-06**
Sensitive – TS clearance required

OPENING DATE: November 5, 2015

CLOSING DATE: Open until filled

WORK HOURS: 32 hours/week)

SALARY: Information on salary may be obtained from the Human Resources Office

The U.S. Embassy in Kinshasa is seeking an individual for the position of Community Liaison Office Coordinator in the Management Section.

BASIC FUNCTION OF POSITION

The duties of the CLO are defined in eight areas of responsibility: employment liaison, crisis management and security liaison, education liaison, information and resource management, guidance and referral, welcoming and orientation, community liaison, and events planning. The CLO develops and administers a program plan across the 8 areas, which is client-driven and responsive to post-specific needs.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS/SKILLS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: High School degree is required

Experience: 3 to 5 years experience in an area involving problem solving for a diverse, complex customer or client population, including advocacy on behalf of others, effectively working with officials at all levels of the organization, as well as interpreting, adapting and applying regulatory or procedural materials is required.

Language Proficiency: Level IV (Fluent) Speaking/Reading English is required.

Knowledge: Knowledge of pertinent DOS regulations, programs, policies as well as host-country laws, practices, and mores is required.

Skills and Abilities: Ability to analyze and define long-term goals, determine effective use of resources, and implement programming responsive to community needs. Ability to recognize, evaluate, and manage potential conflicts inherent to serving the needs of a diverse community. Ability to deal with all levels of post management in the identification and resolution of morale issues and implementation of responsive policies. Ability to coordinate with other elements of the Mission to ensure program success. Ability to develop and maintain effective contact in local business, educational, and service communities. Ability to listen and respond to quality of life concerns in a professional and sensitive manner.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment, [DS-174 - Job Application Form](#) or
2. A current resume or curriculum vitae that provides the same information as a DS-174;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
5. Please submit the complete application package to the Human Resources Office, 498 Ave. Lukusa, Kinshasa or via email to HRKinshasa@state.gov.

DEFINITIONS

1. AEFM: A U.S. citizen, at least 18 years of age, who is eligible for employment on a Family Member Appointment (FMA) provided s/he:
 - Is listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority.
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

The US Mission is an equal opportunity employer.

CLOSING DATE: Open until filled

Drafted: HR: WBULU
Cleared: MGT: EBUTLER
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